

TREASURY DOCUMENTATION**Subject**

On-Duty Accidents, Report

ForEMPLOYEE HANDBOOK
HEALTH AND SAFETY HANDBOOK**Also See**CT-03050, 51;
ET-03071; PT-03129**Identification**ET-03073
Policy**Effective**

4-1-2005

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Replaces

ET-03073 (7-1-2002)

All Accidents

All accidents and personal injuries that occur while an employee is on official State business must be reported immediately by the supervisor of the work area on form 1899 TREASURY ACCIDENT REPORT. Refer to Procedure PT-03129 in the Employee, Supervisor or Health and Safety Handbook for further information.

All accidents considered recordable by Occupational Safety and Health Act (OSHA) standards must also be recorded by a Treasury Health and Safety Agent on MIOSHA form 300 LOG OF WORK-RELATED INJURIES AND ILLNESSES. Refer to Procedure PT-03129 for further information.

Fatal or Multiple Hospitalization Accidents

All accidents or illnesses causing death to one or more employees or the hospitalization of three or more employees suffering injury from the same accident or illness from exposure to the same health hazard associated with their employment must be reported **within 8 hours** to MIOSHA, Department of Labor and Economic Growth (DLEG), by Treasury's Health and Safety Agent or designated representative. A special report line is available 24 hours a day at 1-800-858-0397.

Seven or More Days of Disability

All accidents or illnesses causing more than seven days of disability from an employee's normal work schedule (not including day of injury) must be reported on form CS197 SOM REPORT OF CLAIM. Treasury's Human Resources Division must contact the Third Party Administrator for Workers' Compensation to request that form BWC-100 EMPLOYEE BASIC REPORT OF INJURY be sent to Workers' Compensation, DLEG.

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